Study Abroad Side Trip Registration

Step-by-Step Guide

Follow these 6 steps to register all side trips or excursions you take before, during, or after your study abroad program. (*Montana State University uses your travel registration information in the event of an emergency.*)

**Step 1:** Go to [http://www.montana.edu/international/studyabroad](http://www.montana.edu/international/studyabroad) and click on “Traveler Login” to access your study abroad account.

**Step 2:** Log in and click on your current study abroad program.
Step 3: Scroll to the bottom of your application. Under the “Itinerary” box, click “add new itinerary record”.

Step 4: Enter the dates and location of your side trip. Manually enter the start and end dates, or click on the calendar icon to add.
Step 5: For the location, scroll through the list, or filter by typing the location under “Find location”. If your destination does not appear, click “search” and another list will appear. If you still do not find your destination, please select the nearest city that is available.

Step 6: With information entered, click “Add” at the bottom of the screen to complete the process. When entered correctly, the itinerary will be visible under the “Itinerary” section of your application.

Questions? Contact the MSU Bozeman Office of International Programs
+1 406.994.7151 or studyabroad@montana.edu
http://www.montana.edu/policy/international_travel/resources/index.html